

Key points for School Reopening - September 2020

This guidance is in place to outline expectations and processes in place to ensure the safe return of all students and staff in September 2020. The Department for Education (DfE) has issued guidance to all schools on how to do this safely.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Area 1 – Public health advice to minimise coronavirus (COVID-19) risks

1.1 Risk assessment

We have updated our risk assessment and have carefully considered the additional risks and control measures to enable us to return to full capacity in the autumn term.

The updated risk assessment can be found in **appendix 1**.

1.2 Protective Measures

Public Health England have outlined a system of controls which we will adhere to effectively reduces risks in school and create an inherently safer environment. The key areas of prevention and the actions we have taken to adhere to these are outlined in the table below.

System of Control	Action
1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> • Clear guidance shared with parents and students regarding Covid-19 requirements • Students reminded each day about their responsibilities regarding symptoms • Clear questions asked to parents of students who are ill to ensure they are tested before returning • An isolation room is set up if a case develops on site and staff involved have the correct PPE and training
2) Clean hands thoroughly more often than usual	<ul style="list-style-type: none"> • All students must use hand sanitiser when entering the school site and when entering / leaving any teaching area • Information in all key areas about the need to wash hands properly and use hand sanitiser • Clear guidance shared with parents and students
3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> • Clear guidance shared with parents and students • Lidded bins placed in all classrooms and will be emptied regularly • Information posted in all key areas about the 'catch it, bin it, kill it' approach • Students will be asked to bring tissues as needed. Tissues will also be provided in school as necessary.
4) Introduce enhanced cleaning, including	<ul style="list-style-type: none"> • A cleaning rota with significantly increased

cleaning frequently touched surfaces often, using standard products such as detergents and bleach	<p>capacity is in place.</p> <ul style="list-style-type: none"> • Toilet rota in place to ensure each bubble goes to toilets which have been cleaned since anyone else went to them
5) Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> • Year groups have been put into bubbles with separate entrances, exits, social areas, classroom areas, staggered break times, lunch times etc. • Classrooms have all been set up with a 2 metre teacher zone at the front • Clear guidance to all staff and students • Year groups will be assigned separate areas of the school site to use during social time. • Extra-curricular sporting events will not take place until revised guidance is issued. • Limited access to staff areas. • Whole school events (CPD/ meetings, parent's evenings) may take place in a different format to avoid risk of infection.
6) Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • All staff involved in first aid, catering and cleaning have been provided with PPE • All other staff have been provided with wipes, hand sanitiser and optional visors
7) Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> • All required processes are already built into the risk assessment and key staff have guidance on what action to take in the event of a confirmed case
8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> • Isolation rooms and trained staff are in place • Guidance for parents and students has been provided • All required processes are already built into the risk assessment and key staff have guidance on what action to take in the event of a confirmed case
9) Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> • Advice would be sought immediately from the relevant NHS, PHE authority and would be followed

Area 2 – returning to school

2.1 When do staff return to school?

- All staff are due in school for induction on Tuesday September 1st.
- All teaching staff and support staff with term time plus days on their contracts are due on both Tuesday September 1st and Wednesday September 2nd.
- All staff are due back from Thursday September 3rd when term begins.

2.2 When do students return to school?

- All students will have 1 induction day. They will have a full day of activities to help prepare them for returning to school and explaining the new rules and procedures we have in place due to COVID-19.
- **Year 7 and Year 11** students will have their induction day on **Thursday September 3rd**. On this day, students in years 8, 9 and 10 must not come to school.
- **Year 8, 9 and 10** students will have their induction day on **Friday September 4th**. On this day, students in years 7 and 11 must not come to school.
- **All students** in all year groups must attend school **from Monday September 7th**.

2.3 Staff Induction Days

There are two full staff CPD days planned for Tuesday 1st and Wednesday 2nd September. These days will run from 08.15am to 2.50 pm on Tuesday and 08.15am to 16.45 on Wednesday. All sessions will take place either remotely or in large areas of the school to ensure adequate social distancing is in place.

2.4 Student Induction Days

All students will spend a day in their form group and will attend a yeargroup assembly with the Headteacher, have a tour of the school to ensure they are familiar with their allocated areas and staircases and participate in a variety of wellbeing sessions. There will also be a focus on establishing routines and new procedures to ensure the safety of all our school community.

Area 3 – the new school day

3.1 What does the new school day look like?

Time	What happens
07.45	The school gate opens and students will go to their designated social area. Outside spaces will be marked out by colours to indicate zones for each bubble / year group. If it is raining each bubble / year group will have a separate designated inside space to go to.
08.20	Years 7, 10 and 11 will go to class.
08.25	Years 8 and 9 will go to class.
08.20 – 11.05	Session 1 will take place. There will be no form time at the start of each day for the present.
09.45 – 11.05	Each bubble / year group will have an allocated breaktime within session 1 and then return to class before the next bubble goes to break.
11.05 – 13.50	Session 2 will take place.
12.10 – 12.55	Half of year 7, Year 8 and 9 will have lunch. Each group will have allocated time for the toilets and dining room and the remainder of their lunch will be outside. If it is raining, year 7 have the main hall and the gym will be available for year 8 and year 9 when they don't have access to the dining room.
13.05 – 13.50	Half of year 7, Year 10 and 11 will have lunch. Each group will have allocated time for the toilets and dining room and the remainder of their lunch will be outside. If it is raining, year 7 have the main hall and the gym will be available for year 10 and year 11 when they don't have access to the dining room.
13.50-14.50	Session 3 will take place.
14.40	Years 7 and 10 will be dismissed.
14.45	Years 8 and 11 will be dismissed.
14.50	Years 9 will be dismissed.

SLT / Pastoral team will be supervising students at the start and end of the school day and during lesson “changeovers.”

Key Information for Years 7-11.

Year Group	Session 1 Start	Break	Session 2 Start	Lunch	Session 3 Start	End of Day
7 Caritas	08.20 Chapel Yard	10.00-10.30 or 10.35-11.05	11.05	12.10 - 12.55 or 13.05 - 13.50	13.50	14.40 Chapel Gate
8 Top Floor (Red)	08.25 White Tennis Court	09.45-10.00 White Tennis Court	11.05	12.10-12.55 Cuisine: 12.10 White Tennis Court	13.50	14.45 Main Gate
9 Top Floor (Yellow)	08.25 Blue Tennis Court	10.05-10.20 Blue Tennis Court	11.05	12.10-12.55 Blue Tennis Court Cuisine: 12.30	13.50	14.50 Main Gate
10 Middle Floor (Red)	08.20 Red Yard (3G)	10.25-10.40 White Tennis Court	11.05	13.05-13.50 Cuisine: 13.05 White Tennis Court	13.50	14.40 Top Gate
11 Middle Floor (Yellow)	08.20 Yellow Yard (3G)	10.45-11.00 Blue Tennis Court	11.05	13.05-13.50 Blue Tennis Court Cuisine: 13.25	13.50	14.45 Top Gate

3.2 How do I travel to school?

Walking	Students who are walking to school should aim to arrive no earlier than 07.45. It is important not to mix with students from other year groups when walking to school. We understand you may be walking with brothers and sisters but you should not be walking to school with other students from other year groups. Students should not enter local shops and observe the 2 metre rule at all times.
Buses	If possible, students should avoid catching buses and walk or cycle. If buses are necessary, students should try to avoid public transport and use school buses if at all possible. Students must only sit with students from their own year groups on buses. On the induction days we will allocate seating sections to year groups and from this time onwards students must sit in the allocated areas.
Car	If possible, students should avoid being brought to school in a car and walk or cycle. Students being dropped off by car must not arrive before 07.45. We cannot have students congregating in large numbers outside of the school gates prior to opening. Parents are asked to drop off and leave the area as quickly as possible.

3.3. What happens when I go into school?

Site entrances	<p>There will be 3 separate entrances to the site. All entrances will be clearly marked out to indicate which bubbles / year groups should be using them.</p> <p>Year 7 will enter via the gates near the chapel on Oldham Road</p> <p>Years 8 and 9 will enter via the main school gates</p> <p>Years 10 and 11 will enter via the gates at the top end of the school site past the bus bays.</p> <p>At the entrance all masks must be removed. If the mask is disposable it should be placed in the available bin. If it is re-useable, students must place it in a plastic bag and put it in their school bag.</p>
Entering the site	<p>All students must use hand sanitiser when entering the site. This will be provided at a sanitiser station. Students can if they prefer apply their own hand sanitiser should they have any.</p> <p>Students will then be asked to make their way to the designated social area for their bubble / year group. These are easily identified as they are marked out in different colours. All of this will be explained on the induction days. If it is raining, each bubble / year group also has an allocated inside space. This will shared with all staff and students in September.</p>
Punctuality	<p>It is essential that students arrive at school by 8.15 as lessons will begin from 8.20. At 8.20 the gates will be locked and anyone arriving after that time will not be allowed access unless they have authorisation to arrive late which has been agreed in advance by the Head of Year e.g. due to a medical appointment. Any student regularly arriving after 8.20 will be subject to sanctions including after school detentions.</p>

3.4 What happens in lessons?

Entering the room	<p>Everyone must use the hand sanitiser which is available on the way in. Students must go straight to their desks.</p>
Teacher zone	<p>At the front of each classroom is a teacher zone and students must not enter it under any circumstances unless they are leaving the room.</p>
Using resources	<p>It is absolutely fine to use books and hand them out in lessons but students will be asked to do this as teachers cannot break the bubble and move around the classroom.</p>
Learning	<p>You will have your subject specialist teachers at all times and be in the correct sets for each subject. All of your lessons will take place in a zone of classrooms allocated to your year group except for some practical lessons e.g. PE. All of this will be explained as part of your induction day.</p>

3.5 How do I move around the school safely?

Year 7	<p>Year 7 will spend all of their time in the Caritas building. They will have all lessons there and it is also where their toilets are and where their breaks and lunches will take place. This will keep year 7 separated from other bubbles.</p>
Year 8	<p>Year 8 will have almost all of their lessons in a suite of classrooms on the top floor of Trinity building which are only used by them. Year 8 will go up and down the same stairs</p>

	each time when going to break, lunch or leaving the site and no other year group will be on the stairs at the same time.
Year 9	Year 9 will have almost all of their lessons in a suite of classrooms on the top floor of Trinity building which are only used by them. Year 9 will go up and down the same stairs each time when going to break, lunch or leaving the site and no other year group will be on the stairs at the same time.
Year 10	Year 10 will have almost all of their lessons in a suite of classrooms on the middle floor of Trinity building which are only used by them. Year 10 will go up and down the same stairs each time when going to break, lunch or leaving the site and no other year group will be on the stairs at the same time.
Year 11	Year 11 will have almost all of their lessons in a suite of classrooms on the middle floor of Trinity building which are only used by them. Year 11 will go up and down the same stairs each time when going to break, lunch or leaving the site and no other year group will be on the stairs at the same time.
When not in allocated zone	For some lessons, students will have to leave their allocated rooms e.g. to do PE. This is rare and when it occurs it will be supervised and students will have clear guidance on how it is to be done.

3.6 What happens at break time?

Year 7	Half of year 7 will go for break at 10am. They will stay in the designated outside social area unless it is raining and then have access to their inside social area in the Caritas building. At 10.30 students will go back to class and the other half of year 7 will have their break from 10.35am before returning to class for lesson 2 at 11.05.
Year 8	Year 8 will go for break at 9.45am. They will descend via their allocated steps and have time for toilet visits and exclusive use of the school yard and dining room if it is raining. At 10am they will go back to class via the same stairs they descended.
Year 9	Year 9 will go for break at 10.05am. They will descend via their allocated stairs and have time for toilet visits and exclusive use of the school yard and dining room if it is raining. At 10.20am they will go back to class via the same stairs they descended.
Year 10	Year 10 will go for break at 10.25am. They will descend via their allocated stairs and have time for toilet visits and exclusive use of the school yard and dining room if it is raining. At 10.40am they will go back to class via the same stairs they descended.
Year 11	Year 11 will go for break at 10.45am. They will descend via their allocated stairs and have time for toilet visits and exclusive use of the school yard and dining room if it is raining. At 11.00am they will go back to class via the same stairs they descended.
Stairs	Years 8&10 will use the same stairs and years 9 & 11 will use the opposite stairs. This means there is no chance of any groups coming into contact on the stairs as they ascend and descend due to the scheduling of breaks, lunches, entrances and exits to the site.

All of these arrangements will be shared with students during their induction day in September and reiterated on a daily basis.

3.7 What happens at lunchtime?

Year 7	<p>Half of year 7 will go for lunch at 12.10pm. They will use the main hall and stay in the designated outside social area unless it is raining and then have access to their inside social area in the Caritas building.</p> <p>At 12.55pm students will go back to class and the other half of year 7 will arrive for lunch from 13.05pm and use the dining room and the social areas before returning to class at 13.50.</p>
Year 8	<p>Year 8 will go for lunch at 12.10pm. They will descend via their allocated steps. They will have exclusive access to the toilets and dining room. They will also be allocated half of the outside social spaces.</p> <p>At 12.30pm year 8 will vacate the dining room and toilets and go to their allocated outside spaces. If it is raining they can also use the gym.</p> <p>At 12.55pm year 8 will go back to class using their allocated steps.</p>
Year 9	<p>Year 9 will go for lunch at 12.10pm. They will descend via their allocated steps. They will go to their allocated outside social spaces. If it is raining, year 9 can also access the gym.</p> <p>At 12.35pm year 9 will vacate the gym if they are in it and make their way to the toilets and dining room. From 12.35, year 9 will have exclusive access to the toilets and dining room. Students can remain outside in their designated social space if they wish.</p> <p>At 12.55pm year 9 will go back to class using their allocated steps.</p>
Year 10	<p>Year 10 will go for lunch at 1.05pm. They will descend via their allocated steps. They will have exclusive access to the toilets and dining room. They will also be allocated half of the outside social spaces.</p> <p>At 1.25pm year 10 will vacate the dining room and toilets and go to their allocated outside spaces. If it is raining they can also use the gym.</p> <p>At 1.50pm year 10 will go back to class using their allocated steps.</p>
Year 11	<p>Year 11 will go for lunch at 1.05pm. They will descend via their allocated steps. They will go to their allocated outside social spaces. If it is raining, year 11 can also access the gym.</p> <p>At 1.25pm year 11 will vacate the gym if they are in it and make their way to the toilets and dining room. From 1.30pm, year 11 will have exclusive access to the toilets and dining room. Students can remain outside in their designated social space if they wish.</p> <p>At 1.50pm year 11 will go back to class using their allocated steps.</p>
Stairs	<p>Years 8&10 will use the same stairs and years 9 & 11 will use the opposite stairs. This means there is no chance of any groups coming into contact on the stairs as they ascend and descend due to the scheduling of breaks, lunches, entrances and exits to the site.</p>

3.8 What happens when I am leaving school?

Year 7	Will be dismissed at 2.40pm and leave via the same gate they entered in the morning.
Year 8	Will be dismissed at 2.45 pm and descend via their allocated steps and out via the same gate they entered in the morning.
Year 9	Will be dismissed at 2.50pm and descend via their allocated steps and out via the same gate they entered in the morning.
Year 10	Will be dismissed at 2.40pm and descend via their allocated steps and out via the same gate they entered in the morning.
Year 11	Will be dismissed at 2.45 pm and descend via their allocated steps and out via the same gate they entered in the morning.
Steps	Years 8 & 10 will use the same stairs and years 9 & 11 will use the opposite stairs. This

	means there is no chance of any groups coming into contact on the stairs as they ascend and descend due to the scheduling of breaks, lunches, entrances and exits to the site.
Parents	If parents are collecting students at the end of the school day, they should stay in cars to avoid having a congested area around the school site.

3.9 What are the rules on the buses and at queues?

Morning	Students must only sit with students from their own year groups on buses. On the induction days we will allocate seating sections to year groups and from this time onwards students must sit in the allocated areas. When students get off the bus, they must go immediately to the correct entrance point and enter the site.
Afternoon	Students will have areas where they must queue for each bus. These queues will be based upon bubbles / year groups. Students will stay in the required queue until told to board a bus by a member of staff and they will then sit in the same areas as the morning.

3.10 Toilet Arrangements

The protocol follows guidance issued which states schools must **“introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.”** However, this guidance states that *“different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.”*

Safety	In order to ensure the toilets are safe and cleaned as required, students must stick to the rotas and guidance.
Before school	Students must go to the toilet before they come to school. We cannot provide the same free and easy access to toilets prior to school that we were able to previously. Years 7, 10 and 11 will go to class at 8.20. Year 7 have their own toilets and year 10 and 11 if they need to go at this time will have half of the available toilets open to them. At 8.25, years 8 and 9 will go to class and they will have half of the available toilets open to them.
Break time	Half of the available toilets will be open to each of years 8-11 during their allocated break time. This allows the required cleaning rota to ensure each year group has a clean set of toilets to use upon their arrival. Year 7 have their own toilets.
Lunchtime	Half of the available toilets will be open to each of years 8-11 during their allocated lunch time. This allows the required cleaning rota to ensure each year group has a clean set of toilets to use upon their arrival. Year 7 have their own toilets.
After school	Years 8 and 11 should quickly use the available toilets at 2.45pm, years 9 and 10 should then quickly use the available toilets from 2.50pm. Year 7 have their own toilets.
During lessons	Only students with medical passes should be using toilets during lesson times. If a student really needs to go they will be allowed but there will be rules for which toilets are accessible at this time. If a student appears to be in regular use of toilets during lesson times but doesn’t have a medical reason then this will be investigated.

3.11 How will the dining room and lunchtime work?

Before school	There will be no breakfast club as it is not possible to do this without mixing the yeargroup bubbles.
Break	Each bubble / year group will have a separate breaktime. No food will be available from school at this time so students must bring their own healthy snack break if they wish to eat at breaktime.
Lunch	A range of meals will be provided which includes hot and cold options. We are not able to offer the full range we usually would. Each option will cost £2.30. All food must be paid for using parent pay as we will be a cashless school from September. If you have not yet set up parent pay, please contact school.

Area 4 – Other key points

4.1 Hygiene & First Aid

- Clean hands - Students will have to apply hand sanitiser as they enter the school site and each time they enter and leave a classroom. Students must follow the guidance on washing hands each time they go to the toilet. This information is displayed all over school.
- Catch it, bin it, kill it - Information about using tissues and avoiding touching mouth, eyes and nose with hands are all over school. All rooms have lidded bins where all things touched and no longer needed should be placed.
- First aid - Students with minor injuries and those feeling ill (except those with symptoms of COVID-19) will have access to first aid and staff will wear PPE while assisting.

4.2 Anyone with COVID-19 symptoms

Before arriving at school	Anyone who displays any symptoms of COVID-19 e.g. a persistent cough, loss of sense of taste or smell or a high temperature, must not come to school. You should immediately inform school and go to get a test. Details of how and where to get a test are available on the school website. Anyone in the same household must also self isolate. If the test proves negative, then you should return to school on the next day. If the test proves positive then you must self-isolate for at least 14 days and then seek further medical advice before returning to school.
After arriving at school	Individuals would be immediately isolated. Staff would be asked to go immediately to get a test and students would be isolated until parents can come to collect them. It is essential parents and carers are contactable and able to collect students if required. Failure to do so could result in significantly increasing the risk of the infection passing to others.

4.3 Behaviour and Pastoral Support

To help encourage students to follow the new rules and procedures, we will continue to use our 5 P's (Prepared, Punctual, Proud, Participant, Polite) in all classes which will be recorded using class charts.

However, if students fail to follow these rules, we will use our normal class verbal warnings; chance, choice, consequence (C1-4) system. The class rules are:

- On entry, students will apply hand sanitiser as directed and sit at allocated seat
- Students must remain seated at all times
- Students must put their hands up should they need anything

- Students must not talk when another person is
- Students must remain on task
- Students must not distract another student

Any student who does *not* conform to the teaching space rules, social distancing or refuses to follow instructions putting other students and staff at risk will be sent home immediately. Students will not be allowed to return until a risk assessment has been completed and signed by parents/carers.

Failure to comply will result in a student being refused entry to the school whilst such social distancing measures are in place and advice will be sought by the Local Authority.

A revised school behaviour policy with a COVID-19 addendum will be shared with all parents in September.

4.4 Attendance

Attendance is compulsory for all students as per national guidance. Therefore, all students are expected to attend school from September. Students who are extremely clinically vulnerable or live with someone who is must seek medical advice and inform school if they are advised not to attend.

4.5 Uniform

All students must wear full school uniform. We cannot lend uniform at present so it is a key requirement that parents ensure students not only have the correct uniform but that they also wear it when going to school.

4.6 Equipment

Students must bring their own equipment with them as items cannot not be shared. This includes all stationery, calculators and PE kit.

4.7 Fire Alarms

The location and process for evacuations has not changed. If the fire alarm sounds, allocated stairs do not apply and everyone must leave the building via the nearest stairs and exit via the nearest door. Everyone must then go to the tennis courts and line up alphabetically in their forms. Students must stand still, facing the front and in silence. There will be clearer markings on the floor to ensure they all stand apart and allow access for form tutors to check who is present for their registers.

4.8 Safeguarding

All usual safeguarding practises will continue. All students will be fully supported to help with any needs they have. Where possible meetings will be conducted remotely to avoid increased risks with visitors to school.

We will also be providing all students with an opportunity to receive any support or counselling they may need to help them at this time.

All staff will receive safeguarding training in September and this will include Keeping Children Safe in Education 2020, dealing with disclosures and identifying and responding to signs of trauma.

Area 5 – Curriculum

The school will continue to operate a broad and balanced curriculum.

5.1 What will be doing first when I return to school?

There will be an induction day (see induction day details at the start of this document).

In September we will be focusing on helping students to address their experiences and any issues they have had during the lockdown. All subject areas will spend some initial time looking at COVID-19 from their own unique perspective e.g. the statistics of COVID-19 in Maths, the Science of it in Science, the areas affected by it in Geography, previous similar events in History etc.

There will be a focus on re-establishing routines, relationships and learning habits.

5.2 What will I be learning this year?

All of the curriculum details that you will be learning about are available on the school website. They are easy to find either by year group or by subject. After a short amount of time at the start of the year to help students readjust to being back at school, they will engage in the relevant Key Stage 3 or Key Stage 4 courses that they would have been learning at this stage.

Students will continue to access Physical education (PE) but will be required to wear PE kit on the day(s) they have core PE. Guidance suggests that PE changing rooms are not used. All students will be expected to wear PE kit and a blazer on these days to enable them to participate in PE to support their physical and mental wellbeing.

As per DfE guidance, temporary limits will be placed in some creative subjects such as music to limit the risk of infection. This may include the suspension of some extracurricular activities. This will be reviewed when further national guidance is available.

5.3 Will I be doing exams this year?

All students in year 11 will be doing exams this year. At present there are still many details to be confirmed before we know what, if any, changes there will be to the exams for 2021.

Students in year 10 will be doing their specialist (options) exams this year. We will be establishing a significant support programme to ensure that nobody is disadvantaged over having missed learning time since the end of March.

5.4 Will there be any more remote learning?

Should remote education be required during the 2020/21 academic year, teachers will provide online learning sessions and these will be supported with set work via ClassCharts.

Where students have distinct needs, reasonable adjustments will be made to support them.

Work will be provided for any student who have had to isolate as per Public Health England guidance.

CPD in September will be delivered for staff around planning for longer learning sessions and for subject specific remote education contingency planning. All staff are trained in the use of Microsoft Teams.

All students will have time in September dedicated to the use of ClassCharts should remote education be required.